

DRAFT

MEMORANDUM FOR: Director of Personnel
Director of Security
Director of Training
Director of Finance
Director of Communications
Director of Logistics
Director of Medical Services
Chief, Support Services Staff

SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements. Recent developments in the information processing technology are interrelating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures. To provide for these developments we must first review ^{THE} ~~and~~ systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.

2. In order to identify the resources available I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this necessary information from each of your components.

R. L. Bannerman
Deputy Director
for Support

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MEMORANDUM FOR: Director of Logistics

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2. To identify the resources available and to assess the scope of the management problem it is necessary to inventory the existing microfilm systems and equipment by organizational component and location. Because your Divisions are already involved in the microfilming activities of the Agency I believe you are best situated to complete such a physical inventory ^{and} I am requesting you to attend to this for me. I shall notify the Directorates of your responsibility for this requirement and ask them to provide the information and assistance you need.

3. Attached is a list of some of the items of information expected from this survey. I will appreciate having your report by 1 December 1969. Requests for any additional information or clarification you might need

STATINTL may be obtained from [REDACTED]

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MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

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INFORMATION REQUIREMENTS FOR
INVENTORY OF MICROFORM SYSTEMS

GENERAL INFORMATION:

- (1) Date of Report
- (2) Name of Reporting unit (Division, Office, and Directorate)
- (3) Name of Person to contact on report details
- (4) Persons's title.
- (5) Person's room number Building and phone extension

SECTION ONE--EQUIPMENT INVENTORY:

Any Equipment related to microform use and under the control of the organization unit

(Stored or in use Flat bed cameras - rotary cameras - Film Reader -
Printers - Developers - step and repeat cameras, etc. but not
files or supplies.)

- (1) Descriptive name of each item of equipment
- (2) Make and Model of equipment
- (3) Lens Capability (Reduction or Retrieval ratios)
- (4) Year acquired (or planned for)
- (5) Cost (Purchase or monthly rental)
- (6) Location (Room and Building)
- (7) Hours per week used. (By unit or others)
- (8) Operated by (the unit or other personnel)

SECTION TWO--MICROFORM APPLICATIONS

- (1) Title of Microform System or Application
- (2) Reference, Identification or Control Number Used
- (3) File Name or Description of records on microform
- (4) General Purpose for which records are filmed
 - (a) Disposal of originals to reduce space requirements
 - (b) Emergency Vital Records and Security
 - (c) Preservation of deteriorating records
 - (d) To distribute copies of records
 - (e) To reduce time or labor of Office operations
 - (f) To obtain work copy of records
 - (g) Other __ (describe on separate sheet)

(If filmed for more than one purpose indicate each in order of importance.)
- (5) Size of Microform File (In Office and In Storage)
- (6) Annual growth
- (7) Indexing System Used
- (8) Type microform employed
 - (a) Reduction Ratio Used

(i.e., 24 to 1, 44 to 1, 150 to 1 etc.)
 - (b) Microform Used:

Film (Size, length, and image capacity)

(i.e. 16 mm, 100 ft roll, 2,000 images etc.)

Aperture Cards (size and images per card)

(i.e. Tab Cards, 6 images, etc.)

(c) Type Process:

Positive or negative images on Silver Halide Process
or Diazo Process

(d) Work Copy and Back Up

Work with master negative or a work copy with stored
master back up.

(9) Systems currently being developed

(actually under way with estimated completion date)

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for own file

2 October 1969

Mr. Bannerman:

I find it difficult to keep the microfilm problem simple. It has too many parts.

a. Microfilm used as a storage or output medium from existing systems, such as RID and CRS, which requires storage at the Records Center; this makes microfilm a matter of interest to the Records Management Program.

b. Microfilm as a medium to which hard copy documents at the Records Center might be converted to gain storage space; this makes it a matter of interest to the Records Management Program as well as to the components whose records are stored and may be subject to conversion.

c. Microfilm as an integral part of existing information processing systems, such as CRS/DDI and RID/DDP. This makes it a matter of direct parochial management interest to the components which use it and which insist upon retaining primary responsibility and independent management control over their own operations.

d. Microfilm as a mass storage medium for computer systems and as a medium for high speed input to computer systems by optical character recognition of microfilmed characters. These make it a matter of direct interest to all of the existing independent computer centers and to components having large information processing activities which might use these techniques.

e. Microfilm as a management problem in terms of defining and exerting the desirable degree of control over the acquisition and use of expensive equipment and elaborate systems.

Information processing is the factor common to all parts of the problem. This suggests that responsibility for the definition and ultimate solution of the microfilm problem should be assigned to the Information Processing Board. It also suggests, implicitly at least, that some thought might be given to assigning responsibility for the

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Agency Records Program to the Information Processing Staff, OPPB with records functions in the Directorates paralleling information processing functions.

While the organizational implications should be kept in mind, our immediate focus is on the problem of determining the feasibility of converting hard copy records stored at the Records Center to microforms; the impact such a conversion would have on the systems of the components whose records would be converted; what provisions should be made for miniaturization of records for future storage; and what kind of management structure is or will be needed to handle these activities.

As a beginning, we need:

- a. an inventory of existing microform systems and equipment by organizational component and location to identify the resources available to undertake a large microfilming task, if it is decided to take that action at the Records Center, and to assess the scope of the microfilm management problem;
- b. to identify any plans which may be under development in any Agency component to convert to microforms; and
- c. to size and define the problem and recommend an appropriate course of action leading to its solution.

Perhaps the Office of Logistics should be assigned the task of developing the inventory. The Supply Division should have records of equipment; the Procurement Division should have information on maintenance contracts; and the Printing Services Division should have information about applications for which they render service, either for backup to other systems or for the actual initial photography. They would, of course, need the cooperation of all of the Directorates to be sure they have a record of everything and to verify their existing data.

The identification of plans can be accomplished perhaps through the Planning and Programming Offices in each Directorate, or this might be assigned as a task for the existing Records Board working with the Planning Officers in each of their components. I suggest the latter.

My inclination is to recommend hiring a consultant to look at the problem of microfilming for storage and related system implications because I don't know that we have the resources to devote to it; the

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